

Crime Analyst

Minimum Salary: \$4,608.00 per month. Maximum Salary: \$5,853.00 per month

Closes: July 01, 2011 (Open to current employees and the general public.)

Under the direction of the Operations Support Lieutenant, the Crime Analyst prepares a variety of reports such as Crime Information and Patrol Bulletins, monthly and quarterly activity summaries, department annual reports, and specific statistical/research reports as needed. Duties include but are not limited to: review crime in Redmond and surrounding jurisdictions for the purpose of finding patterns in criminal activity; provide tactical case support including but not limited to developing suspect leads, locating last known addresses, vehicles, business licenses, etc. for known suspects; identify victims and associated cases; search selected databases for stolen property; develop suspect profiles, victim profiles, or target profiles; summarize regional and City crime using charts, graphs and tables; work with partner agencies in the region to analyze crime; provide tactical assistance as appropriate; and coordinate the information flow and work efforts among other regional analysts and numerous law enforcement agencies; and other duties as assigned.

Status

The Police Department is creating two Civil Service Crime Analyst eligibility lists using one testing process; one list for regular full-time benefited positions and one list for limited duration full-time benefited positions.

Qualifications:

Knowledge of: law enforcement functions, operations and practices.

Skill in: extensive use of personal computer and software (MS Word, MS Excel and MS Access, and all MS Office products); database management; experience using I2-analyst notebook, or ArcGIS, or Crystal Reports preferred.

Ability to: generate and present descriptive statistics; perform statistical analysis; enter and retrieve data utilizing computer mapping systems and relational database systems; communicate effectively, both verbally and in writing, with department staff, other

agencies and the public; make formal and informal presentations to both law enforcement and public audiences; establish and maintain effective interpersonal working relationships and demonstrate customer service skills; organize and prioritize work assignments; work in a team setting to do problem solving; work with minimal supervision; and adhere to strict confidentiality requirements.

Education and Experience:

Any combination equivalent to: Four year degree from an accredited college or university. Up to two years of the four year degree may be substituted with relevant work experience. Law enforcement work and intelligence or statistics experience preferred.

Licenses/Other Requirements:

Must possess a valid Washington State driver's license by date of hire and maintain an insurable driving record by City standards. Polygraph, psychological and medical exam, drug screening, and extensive background investigation will be required of selected candidate being considered for hire.

Working Conditions:

Work is performed primarily in an office setting with some driving to attend regional meetings. Attendance at shift briefings, meetings and informational forums is required. Hours and days off may be adjusted according to departmental needs. May be required to occasionally lift boxes or files, usually not exceeding 30 pounds.

Benefits:

The City of Redmond provides a generous benefits package including: medical, dental and vision benefits; paid sick leave, vacation and holidays; retirement; and life insurance.

Selection Process:

Final candidates will be notified of testing dates.

Testing consists of: written exercise and interview (tentatively scheduled for July 18 and 19).

Background Investigation: Polygraph, psychological, drug screening, medical exam and extensive on-site background investigation will also be required of selected candidates being considered for hire.

Veteran's Preference

Those requesting "veteran's preference" must complete the appropriate form at the time of the oral interview and provide a copy of their DD214.

Automatic Disqualifiers:

The City of Redmond Police Department will automatically disqualify any individual who has at any time:

- Been convicted of a felony (or pled nolo contendere to a felony charge) or any offense that would be a felony if committed in Washington State, or has been incarcerated for any crime.
- Sold marijuana, narcotics or dangerous drugs.
- All illegal drug use will be closely scrutinized on a case by case basis.
- Had a pattern of abusing prescription medication.
- Been dishonorably discharged from the United States armed forces.
- Received more than two moving traffic violations within the preceding 3 years; or reckless driving violation within the preceding 5 years; or driving while license suspended within the preceding 5 years; or driving while intoxicated within the preceding five years.
- Been involved in more than one motor vehicle accident within the preceding 3 years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."
- Been previously employed as a law enforcement agent and since has committed or violated federal, state or city laws pertaining to criminal activity.
- Committed any serious violation of Federal, State, City or County laws.
- Lied during any stage of the hiring process.

- Falsified his or her personal history questionnaire or application, or failed to disclose pertinent information.
- Been convicted of any crime under a domestic violence statute.
- Unlawful sexual misconduct.

Discretionary Disqualifiers:

The following disqualifiers may, upon review by the Redmond Police Department, make you ineligible to become a City of Redmond Crime Analyst:

- Alcohol or substance misuse and/or abuse.
- Excessive traffic violations.
- Commission of a felony.
- A demonstrated unwillingness to honor fiscal contracts or just debts.
- Any other conduct or pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.
- An inability to perform the essential functions of a Crime Analyst.

To Apply:

Please submit application to <https://www.govjobstoday.com>